

Note: Class times are 9:00 a.m. – 5:00 p.m.

Traffic/Criminal Training will include:

1. General Index information
2. Add cases and explain automatic actions
3. Add alias names
4. Bonds
 - a. Add bonds for cases already filed
 - b. Add bonds for cases NOT yet filed
 - c. Receipt
 - d. Assign
5. Add actions future and past
6. Schedule court hearings
7. Issue documents relating to TR/CR case types and record the returns
 - a. Notices
 - b. Orders
 - c. Subpoenas
 - d. Warrants
 - e. Commitments
8. Add associated parties
 - a. Witnesses
 - b. Victims
 - c. Assignees
9. Amend/dismiss offenses
10. Record judgments
11. Issue receipts and non-case receipts
12. Balance the cash drawer
13. Explain fail to comply and compliance processing
14. Explain abstract processing

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Probate/Adoption training will include:

Probate:

1. Demands
 - a. Add
 - b. Update - add to case when filed
 - c. Demand Index
2. Wills
 - a. Add
 - b. Receipt
 - c. Will Index
3. Add cases
 - a. Informal
 - b. Guardianship/Conservatorship
4. Issue receipts
5. Actions
 - a. Complete/delete actions automatically built
 - b. Add actions not automatically built
 - c. Change an informal filing to formal status
5. Add and update Probate bonds
6. Claims
 - a. Add
 - b. Disallow claim
 - c. Record payment
7. Record a probate inventory
8. Inheritance tax
 - a. Record
 - b. Record receipt information
9. Record a wrongful death judgment

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Adoption:

1. Add a case
2. Issue receipts
 - a. amount for fees
 - b. amount for Bureau of Vital Statistics
3. Schedule hearings
4. Close cases
5. Record child's new name

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Civil/Small Claims training will include:

1. Add cases
2. Receipt
 - a. fees
 - b. payments for judgment payable to the court
 - c. garnishment payments
3. Add alias names
 - a. also known as
 - b. doing business as
4. Issue documents that related to CI/SC cases and record the returns
 - a. Summons
 - b. Garnishments
 - c. Executions
 - d. Coversheets
 - e. Subpoenas
5. Schedule hearings
6. Record party groups
7. Record judgments
 - a. Real property
 - b. Joint and several
 - c. Auto accident
8. Add actions that automatically build fees
9. Add associated parties
10. Discuss JUSTICE reports
 - a. Overdue actions report
 - b. Dismissal docket
 - c. Automatic judgment notices

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Juvenile training will include:

1. Add cases
 - a. 1 – Misdemeanor/infraction
 - b. 3A – Neglect
 - c. 3B – Uncontrollable, harmful to self or others & truant
2. Add alias names
3. Schedule hearings
4. Issue documents that relate to juvenile cases and record the returns
 - a. Notice in lieu of summons
 - b. Juvenile summons
5. Add and update actions
6. Record judgments
7. Record statistical information for the Crime Commission
8. Seal cases
9. Record juvenile placements
10. Transfer a criminal case to a juvenile case
11. Review JUSTICE generated reports
 - a. NCJJ Statistical Report
 - b. Foster Care Review Report

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Financial training will include:

1. Review JUSTICE generated reports
 - a. Inquire Courtwide Receipt/Disbursement
 - b. Bonds Held Report
 - c. Month-To-Date Case Balance Report
 - d. Non-Case Receipts
 - e. Detailed and Summary Fee Forecast
 - f. Holding report
 - g. Overdue Case Account Report
2. Receipt adjustments
 - a. Apply bond to fines and costs
 - b. Refund bond when case dismissed
 - c. Refund bond when no case filed
 - d. Bond forfeitures
 - e. Change payto
 - f. Shorting agencies
 - g. Insufficient fund checks
 - h. Adjust to unclaimed property
3. Claiming
 - a. Explain screen that claims and waives fees
 - b. Explain screen that receipts to all claimed cases
4. Issue checks
 - a. Daily
 - b. Monthly fee checks
5. Receipt money to be retained in cash drawers
6. Reconciling JUSTICE to the bank
 - a. Clear checks
 - b. Receipt interest
 - c. Explain how to run reports that will display variance